

PERSONNEL POLICY  
Fauquier County, Virginia

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Policy Title:	Section No.:	Effective Date:
Promotions, Demotions and Transfers	27	10/6/98
		Supersedes Policy:
		2/9/88

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I. PROMOTIONS DEFINED

~~— A promotion is the movement of a competitive service employee from a lower graded position to a position of a higher grade or from a lower pay level to a higher pay level.~~

II. PROMOTIONAL POLICY

- ~~A. Vacancies in higher positions in the competitive service shall be filled, as far as practicable, by promotion from lower classes without regard to departmental lines. The County encourages employees to develop skills and attain greater knowledge of their work and to make known their qualifications for more responsible and difficult work. No employee shall be required to obtain permission of his/her superior before applying for a vacant position in another department.~~
- ~~B. When an employee has been promoted and does not meet departmental work standards in the higher class, he/she may be demoted prior to the end of the probationary period, without prejudice, to a position in a class of not less than the same pay level held prior to promotion. His/her pay shall be restored to the rate in effect prior to the promotion as though the promotion had not been granted. In such cases an effort shall be made to place the employee being demoted in a vacant position so as not to interfere with those positions which were made possible by his/her promotion. Where no appropriate vacancy exists, the employee being demoted shall be separated and shall have his/her name placed on the re-employment list.~~
- ~~C. Qualified persons who are not members of the competitive service may be eligible to take an examination for a position when a sufficient number of qualified employees for promotion does not exist within the County service.~~

III. PROMOTIONAL EXAMINATIONS

~~— The Personnel Director shall conduct competitive promotional examinations. In competitive promotional examinations the Personnel Director shall admit to the examination all employees who meet the published qualification requirements. In unassembled examinations, he may establish appropriate rating schedules which may credit as appropriate, the experience, training, and service ratings of the applicants. In written examinations, he shall, in addition give appropriate credit for the written test scores.~~

IV. PROMOTIONAL PAY ADVANCES AND AFFECT ON MERIT PAY DATES

- ~~A. A qualified employee promoted from one position to another position two or more grades higher will receive a four step increase in pay. The employee may receive a greater increase in order to reach the beginning step of the new grade. The employee's merit pay increase date will become the date of the promotion.~~
- ~~B. A qualified employee promoted to a position one grade higher will receive a two step increase in pay and retain the same merit pay increase date as held prior to the promotion.~~
- ~~C. All promoted employees are required to serve a probationary period in accordance with the specific rules governing probationary periods outlined in the County Personnel Policy.~~

V. TRANSFER DEFINED

- ~~— A transfer is the assignment of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay range, between positions of different pay ranges, between positions of the same class or between positions of different classes.~~

VI. TYPES OF TRANSFERS

- ~~— Transfers include all cases in which an employee is moved from one position to another in the competitive service without a break in service. Transfers shall be designated as one of the following types:~~
  - ~~1. Between appropriations;~~
  - ~~2. Between classes of the same level;~~
  - ~~3. To a higher level (Promotion);~~
  - ~~4. To a lower level (Demotion); and~~
  - ~~5. Remain in the same class (reassignment of position).~~

VII. INTRA-DEPARTMENTAL TRANSFERS

- ~~A. An appointing authority may at any time, transfer an employee in the competitive service, under his jurisdiction, from one position to another in the same class in the same department.~~

- ~~B. Before an employee in the competitive service can be transferred between positions of different classes, the employee must be certified as qualified for the new class by the Personnel Director.~~

#### VIII. INTER-DEPARTMENTAL TRANSFERS

~~— An employee may be transferred from one department to another in the same class or any other class, subject to the approval of the appointing authorities of both departments, the employee concerned and certification by the Personnel Director, as follows:~~

- ~~A. An employee in the competitive service may, if he/she believes himself/herself to be properly qualified, apply to the Personnel Department to be placed on any open competitive or promotional eligible list that is currently open.~~
- ~~B. After making application, the employee's request shall be reviewed and examined and declared eligible or ineligible for the class of work for which he/she has made application. If he/she is declared eligible, his/her name shall be placed on the eligible list for that class.~~
- ~~C. The appointing authority of the releasing department shall then set a date after which he/she will permit the transfer of the employee; provided, however that such release date shall not be more than thirty days after the date of notification of selection.~~
- ~~D. The Personnel department shall again notify the appointing authority of the releasing department before the employee concerned is certified for transfer to another department and shall assist in working out the transfer.~~

#### IX. DEMOTION DEFINED

~~— A demotion is the assignment of an employee from one class to another which has a lower maximum rate of pay.~~

#### X. TRANSFER TO A LOWER LEVEL (DEMOTION)

- ~~A. An appointing authority may transfer an employee to a position of a lower pay level, and for which he/she is qualified, for any of the following reasons:~~
- ~~1. When an employee would otherwise be laid off because his position is being abolished, lack of work, lack of funds, or other organizational changes;~~
  - ~~2. When an employee is not rendering satisfactory service in the position he holds or when removed during probation following a promotion;~~
  - ~~3. When an employee voluntarily requests such demotion;~~

4. ~~For the good of the County service.~~

B. ~~Failure of an employee to accept a transfer to a lower class shall not be reason for an unsatisfactory service rating, unless the reason for the demotion was due to unsatisfactory performance in the duties of the position.~~

C. ~~An employee who is to be demoted to a position of another class, may, at the direction of the Personnel Director, be required to be rated to determine his/her qualifications for a position in the class to which demoted.~~

#### ~~XI. QUALIFYING INCUMBENT UPON REALLOCATION OF POSITION~~

~~When a position is reallocated from one class to a class of a higher level, the Personnel Director may, before recognizing status in the class of the higher level, require such evidence of the qualifications and fitness of the incumbent, including hearings, investigations and/or noncompetitive examination, as he deems warranted.~~